



DEPARTMENT OF THE NAVY
DIRECTOR, SPACE AND NAVAL WARFARE
INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LA 70145-0001

SPAWARINFOTECHCENINST 5218.1A
ITC124
23 July 2002

SPAWARINFOTECHCEN INSTRUCTION 5218.1A

Subj: INTERNAL DISTRIBUTION LIST

Ref: (a) Standard Navy Distribution List, Parts 1 and 2,
OPNAVNOTE 5400 of 12Jun02
(b) SPAWARINFOTECHCENINST 5216.2

Encl: (1) SPAWARINFOTECHCEN Standard Distribution List

1. Purpose. To publish an internal standard distribution list for the Space and Naval Warfare Systems Command Information Technology Center (SPAWARINFOTECHCEN).

2. Cancellation. SPAWARINFOTECHCENINST 5218.1

3. Action

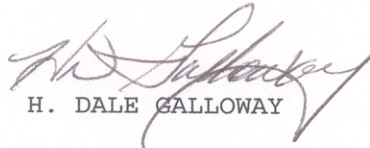
a. Use enclosure (1) to distribute hard copies of command correspondence (e.g., letters, memoranda, instructions, notices, etc.), as appropriate.

b. Address correspondence to activities not listed in enclosure (1) of this instruction by their command short title (and code if known) as listed in reference (a).

c. Per reference (b), the Public Affairs and Communications Management Office (ITC101) will distribute all Electronic Mail (E-mail) to the command (e.g., military/civilians/contractors). Refer to reference (b) for further guidance on E-mail.

d. When List F is mentioned within a distribution list, the Contracting Officer Representatives will ensure all contracting personnel are in receipt and comply with the correspondence.

e. Submit recommendations for changes to enclosure (1) to the Policy and Control Division (ITC124).


H. DALE GALLOWAY

Distribution: (SPAWARINFOTECHCENINST 5218.1A)
Lists A, B, C, D, E, F, G, H, I, and J

SPAWARINFOTECHCEN STANDARD DISTRIBUTION LIST

LIST A DIRECTOR, DIRECTORATE DIRECTORS, and DEPUTIES (1 copy each)

<u>CODE</u>	<u>TITLE</u>
ITC00	Director
ITC01	Deputy Director
ITC02	Senior Military Advisor
ITC10	Director, Strategic and Business Management
ITC10A	Deputy Director, Strategic and Business Management
ITC20	Director, Enterprise Program Management Services
ITC20A	Deputy Director, Enterprise Program Management Services
ITC30	Director, Systems Architecture and Engineering
ITC30A	Deputy Director, Systems Architecture and Engineering
ITC40	Director, Software Engineering and Sustainment
ITC40A	Deputy Director, Software Engineering and Sustainment
ITC50	Director, Information Technology Services
ITC50A	Deputy Director, Information Technology Services

LIST B SPECIAL ASSISTANTS (1 copy each)

ITC00C	Contracts and Procurement Management Office
ITC00F	Comptroller Office
ITC00L	Legal Affairs Office

LIST C DEPARTMENT DIRECTORS (1 copy each)

ITC00FC	Financial Management Control Office
ITC00F1	Budget Department
ITC00F2	Accounting and Reporting Department
ITC00F3	Legacy Programs Department
ITC02H	Safety Office
ITC02I	Information Assurance Office
ITC02M	Military Liaison Office
ITC02S	Security Office
ITC101	Public Affairs and Communications Management Office
ITC102	Special Emphasis Program Office
ITC11	Strategic and Performance Management Department
ITC12	Business Management Department
ITC201	Business Financial Management Office
ITC21	Project Management Department
ITC22	Project Support Department
ITC23	Project Evaluation Department
ITC31	IT Logistics Department
ITC32	Requirements, Analysis, and Test Department
ITC33	Architecture and Engineering Department
ITC401	Legacy Systems Project Support Office
ITC41	Software Design and Manufacturing Department
ITC42	Manpower and Personnel Systems Department
ITC43	Personnel and Distribution Systems Department
ITC44	Navy/DoD Systems Department
ITC51	Customer Services Department
ITC52	Operation Services Department
ITC53	Production Control Department

Enclosure (1)

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LIST D DIVISION DIRECTORS (1 copy each)

ITC111	Strategic Planning and Reporting Division
ITC112	Customer Account Management Division
ITC113	Research and Analysis Division
ITC114	Knowledge Management Division
ITC115	Process Management Division
ITC121	Administrative Management Division
ITC122	Personnel and Manpower Management Division
ITC123	Facilities and Supply Management Division
ITC124	Policy and Control Division
ITC211	DIMHRS Project Management Division
ITC212	NRAMS Project Management Division
ITC213	Enterprise Project Management Division
ITC214	N1 Partnership (TFMMS) Project Management Division
ITC215	NSIPS Project Management Division
ITC216	New Order Writing Project Management Division
ITC217	WEB Portal Project Management Division
ITC218	Non-DON Projects Management Division
ITC221	Life Cycle Cost Analysis Division
ITC222	Acquisition Documentation Division
ITC223	Projects Planning and Control Division
ITC231	Configuration Management Division
ITC232	Risk Management Division
ITC233	Quality Assurance Division
ITC234	IV&V Division
ITC411	Software Design and Manufacturing Division
ITC412	Database Administration Division
ITC421	Total Force Manpower Management Systems Division
ITC422	Manpower Reports Division
ITC423	NPDB Division
ITC424	IMAPMIS Division
ITC431	Departmental Systems Division
ITC432	Assignment Systems Division
ITC433	Mobilization and Assignment Systems Division
ITC434	Distribution Systems Division
ITC435	OPINS Division
ITC436	NES Division
ITC441	SEMS, MEASURE, TWPAM, IT, TMDIS, and CSAMS Division
ITC442	Order Writing, Training, and RSTARS Division
ITC443	JALIS and NRAMS Division
ITC444	RHS Division
ITC445	RAMIS, ADSW, Requirements Tracking, and FM Division
ITC511	Customer Support Services Division
ITC512	NMCI Services Management Division
ITC521	SPAWARINFOTECHCEN Infrastructure Services Division
ITC522	In Service Engineering Agency (ISEA) Support Division
ITC523	Systems Management Center Division
ITC524	Technology Assessment Division
ITC531	Audio and Visual Management Division
ITC532	Production Support and Recovery Division

LIST E BRANCH HEADS (1 copy each)

ITC1221	Civilian Resources Liaison Branch
ITC1222	Training Management Branch
ITC1223	Manpower Management Branch
ITC5111	Legacy Systems Support Branch

Enclosure (1)

LIST F CONTRACTING OFFICER'S REPRESENTATIVE (COR) (1 copy each)

ITCOOC	Contracting Officer Representative
ITC00C11	Contracting Officer Representative
ITC00C12	Contracting Officer Representative
ITC00C13	Contracting Officer Representative
PMIT101D3	Contracting Officer Representative
ITC51	Contracting Officer Representative

LIST G SPAWARINFOTECHCEN DETACHMENTS (DET) (2 copies)

NW00	SPAWARINFOTECHCEN DET Washington, D.C.
ITC112	SPAWARINFOTECHCEN DET Millington, TN
ITC51121	SPAWARINFOTECHCEN DET Norfolk, VA
ITC51122	SPAWARINFOTECHCEN DET San Diego, CA

LIST H ALL GOVERNMENT CIVILIAN EMPLOYEES (1 copy each)

LIST I ALL MILITARY MEMBERS (1 copy each)

LIST J PROGRAM MANAGEMENT OFFICES (1 copy each)

PMIT101	DIMHRS Program Management Office
PMIT102	NSIPS Program Management Office